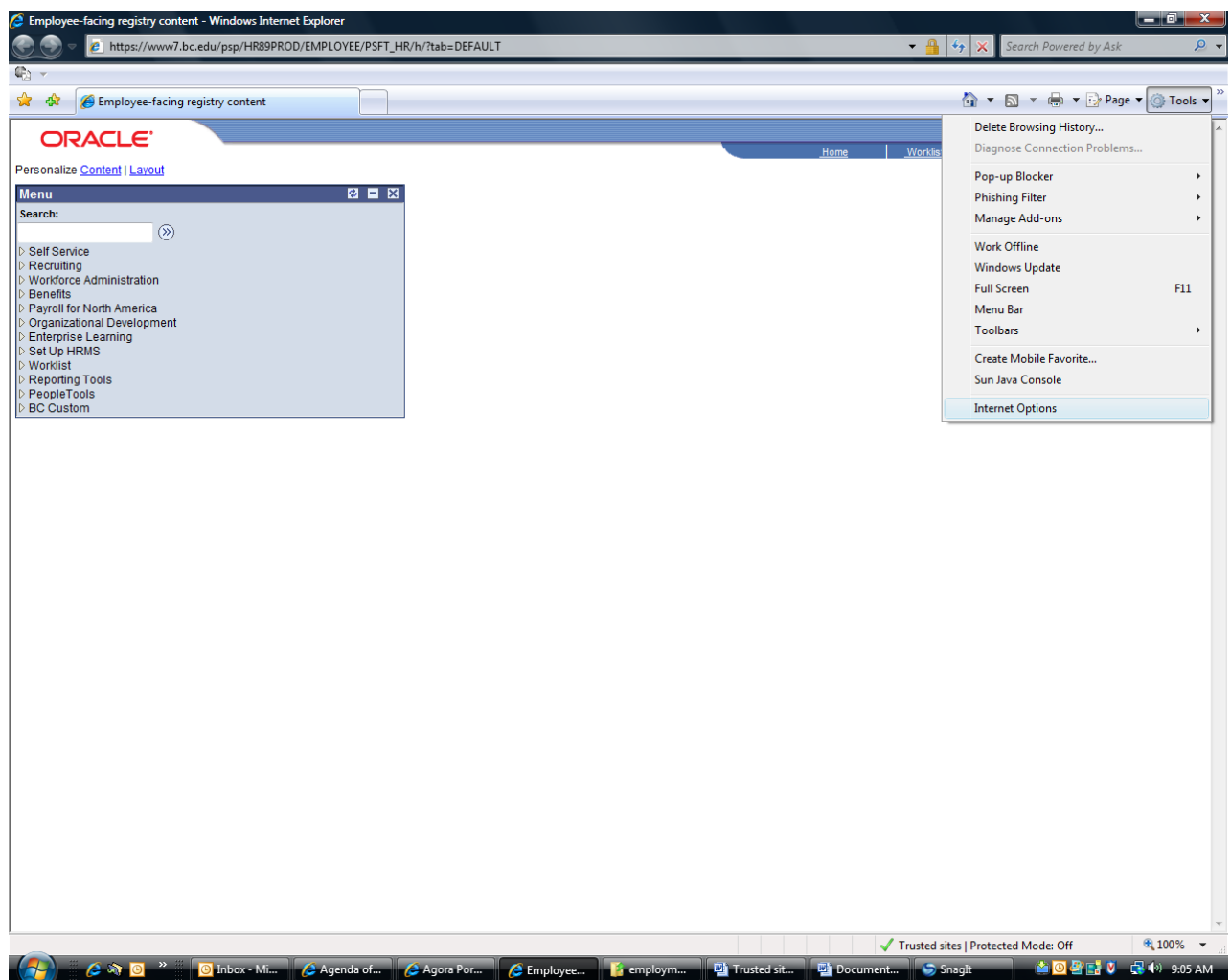


Please find People Soft Resources at:
<http://www.bc.edu/offices/hr/managers.html>

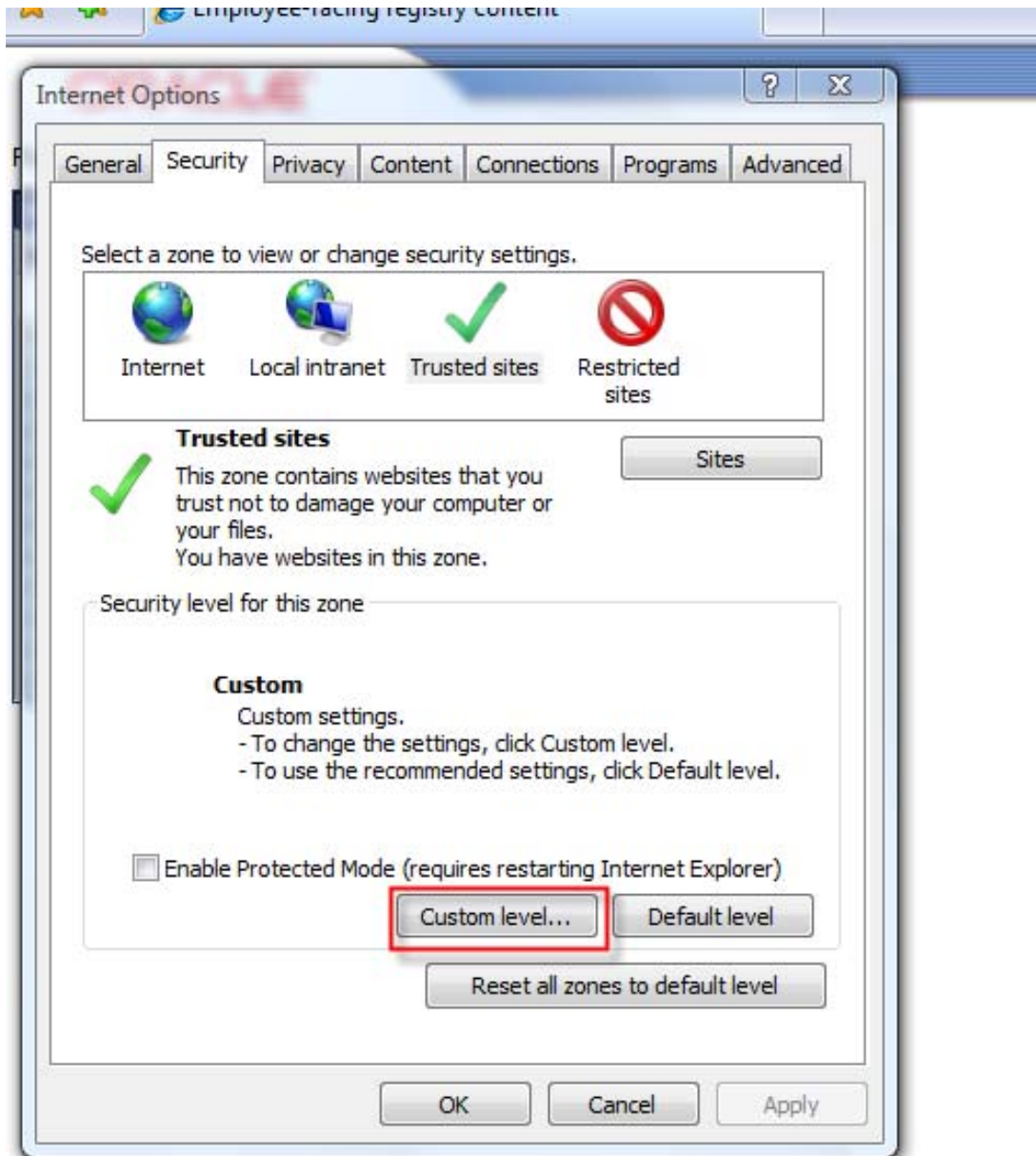
Enable File Downloads, Trusted Sites, Pop-Up Blocker Instructions for Vista

The “Tools” menu item looks different in the new Windows Vista operating system than in the older Windows XP system. Please use the below screen shots as a guide. Click on the Tools menu item on the right of the screen, scroll to the bottom, and select Internet Options.

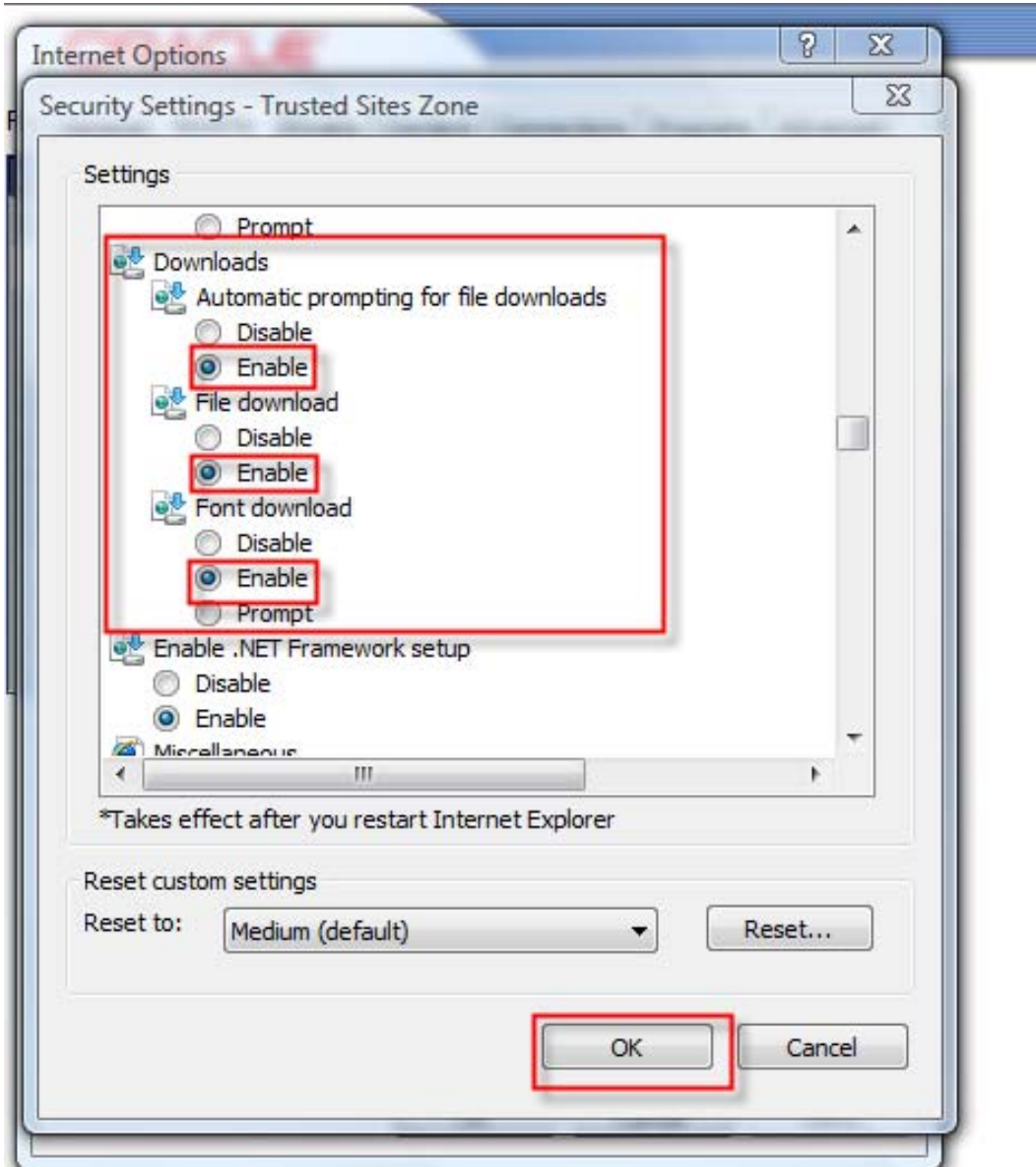
*Please note, if you are using Windows XP, you will find the “Tools” menu item on the menu bar near the top left side of the Internet Explorer browser window. Once you locate the “Tools” menu item, you will be able to follow the below instructions.



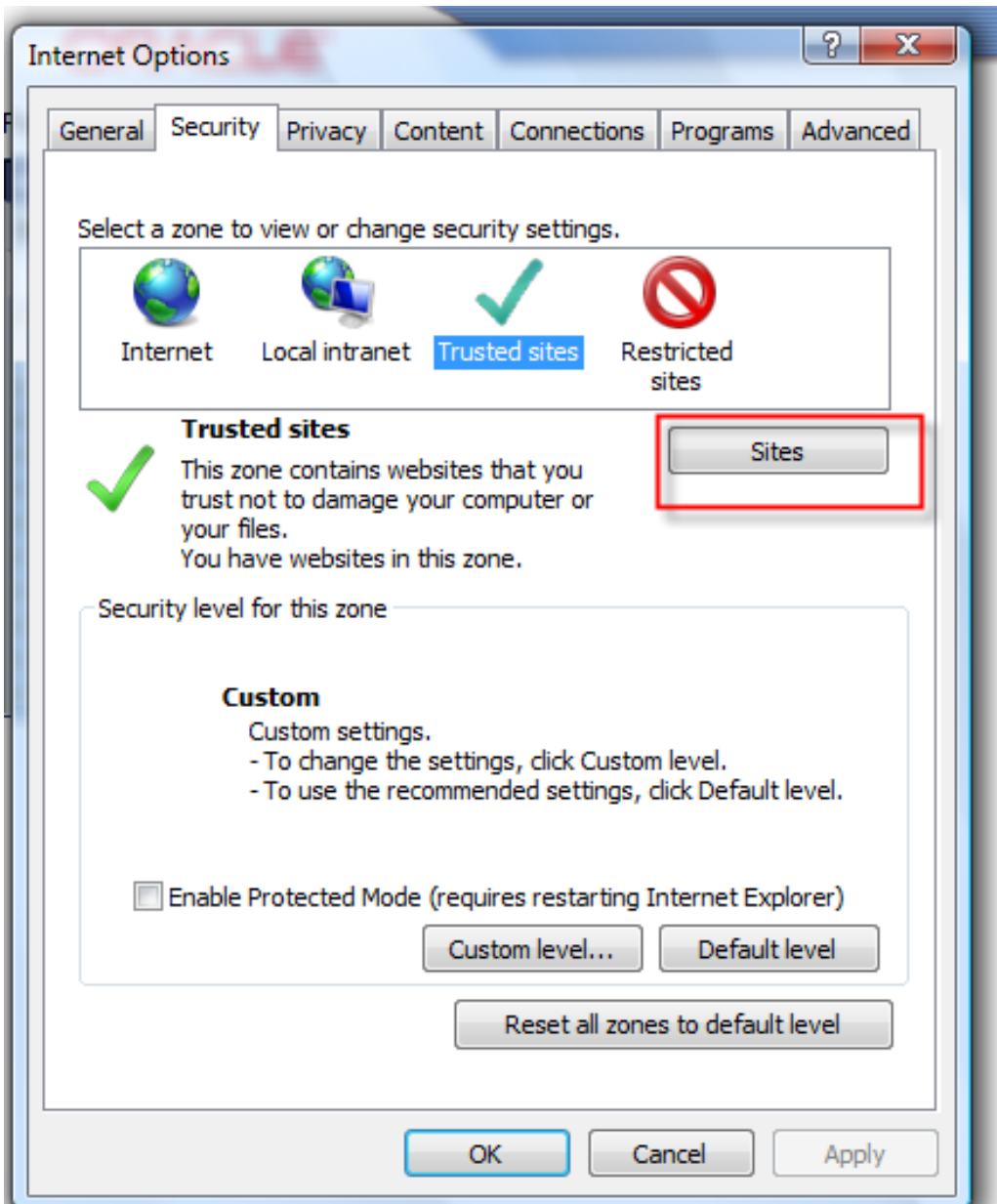
Click on the Security tab and click on Custom level...



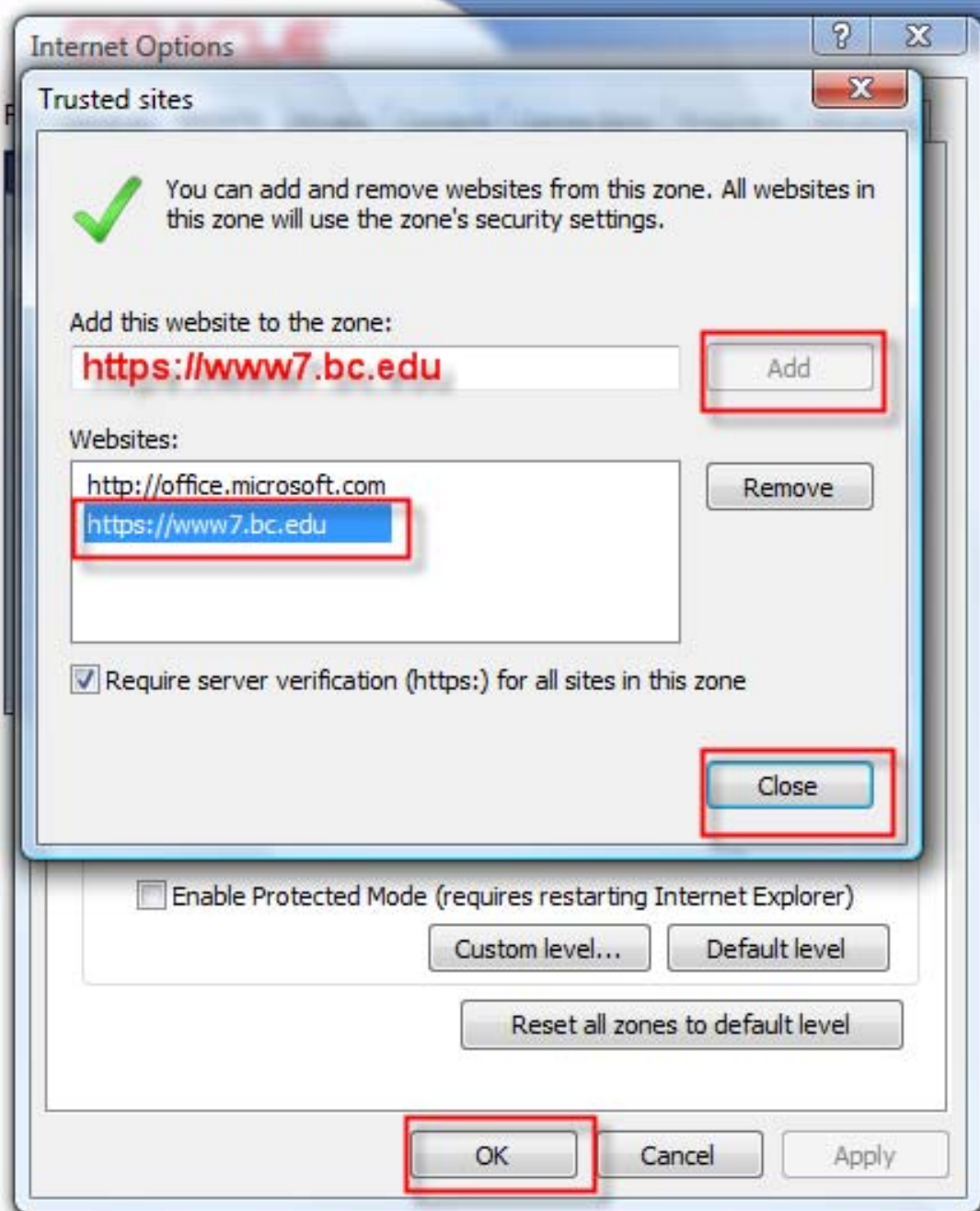
Scroll down until you see the Downloads icons (please see sample in below box). Please be sure that all three are selected as Enable. You will most likely have to change your settings on one of these. Once all three are on Enable, please click the OK button.



To add People Soft to your list of Trusted Sites, please click on the Sites button.



If you do not see <https://www7.bc.edu> listed in the Websites box, please type it in the box titled “Add this website to the zone:”. After typing it in, click on the Add button, then the Close button. Once the trusted sites window closes, please click on the OK button on the Internet Options box (highlighted in red below). Your internet settings should now be updated.



You will want to 'Always Allow Pop-Ups' from People Soft. To check your Pop-up Blocker settings, please refer to the below picture. Click on the Tools button, scroll down until "Pop-up Blocker" is highlighted. Your options will appear in the small menu to the left.

